

SECRET

25X1

REGULATION

PERSONNEL
7 March 1958

FITNESS REPORT

Rescission: [] dated 21 January 1956

1. POLICY

- a. In order to provide a record of the opinions of supervisors regarding the employees, as a management aid and as a basis for effecting the best possible utilization of manpower, the Agency will evaluate the work performance and effectiveness of each staff employee and staff agent at least once each year.
- b. Heads of career services are responsible for the application of the Agency's evaluation system as it pertains to members of their services.
- c. Initial, reassignment, annual, and special fitness reports will be made on Form 45. However, an evaluation in memorandum form may be substituted for Form 45 for employees in grades GS-14 and above.
- d. It is Agency policy that employees be informed concerning the effectiveness of their work. The annual fitness report will be shown to the employee concerned at the time it is completed except that the supervisor may elect not to show the report, other than a report supporting an adverse action, when one or more of the following conditions prevails:
- (1) When, because of unusual circumstances at a field station, showing the report at a particular time would in the opinion

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of the Chief of Station adversely affect the interests of the Organization;

- (2) When, for medical or psychological reasons, it would be ill-advised to show the individual the report;
 - (3) When security considerations preclude showing the report;
 - (4) When the supervisor and the employee are so physically separated that it is impracticable to show the report.
- e. When the report is not shown to the employee, the supervisor will state his reason on the report. Final determination regarding the showing of the report will be made by the hand of the career service concerned, in collaboration with the appropriate Operating Officials.

2. TYPES OF REPORTS

a. Initial Report

A fitness report will be prepared for each employee 9 months after his entrance on duty. This report is of particular importance in providing a record of the supervisor's evaluation of the employee before the completion of his 12-month trial period. The Office of Personnel will furnish to the administrative or personnel officer of each major component, on or before the 15th day of each month, a list of the headquarters employees for whom an initial report will be due within the next 30 days. An initial report may be deferred for a period not to exceed 30 days beyond the due date to

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provide the supervisor with additional time to evaluate an employee who has been under his jurisdiction less than 90 days.

b. Reassignment Report

A fitness report or memorandum of evaluation is required when there is a change of supervision of the employee, except when a report has been made less than 90 days previously. For the purpose of fitness reporting, supervision involves the rater and the reviewing official who are responsible for executing the fitness report.

c. Annual Report

A fitness report will be prepared annually for each employee, except when an initial, reassignment, or special fitness report has been made within 90 days of the annual report due date. An annual report may be deferred until the employee has been under the jurisdiction of the supervisor 90 days.

Schedule for Submission of Annual Reports

<u>Grades</u>	<u>For Period Ending</u>	<u>Due in Office of Personnel</u>	
		<u>From Headquarters</u>	<u>From Field</u>
GS-13 and above	30 June	31 July	31 August
GS-11 through GS-12	30 September	31 October	30 November
GS-07 through GS-10	31 December	31 January	28 February
GS-01 through GS-06	31 March	30 April	31 May

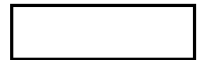
d. Special Report

A fitness report may be prepared whenever necessitated by a special circumstance, such as a proposed action based on extraordinary merit,

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disciplinary action, competitive promotion, consideration for membership in the career staff, or completion of a special assignment.

3. ROUTING OF REPORTS

Fitness reports will be forwarded by the supervisor and the reviewing official through the head of the career service in time to reach the Office of Personnel in triplicate before the due date.

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